

Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 29570
Richmond, Virginia 23242-0570
(804) 367-8526
www.dpor.virginia.gov



Real Estate Board
SALESPERSON LICENSE BY EXAM APPLICATION
Fee \$170.00

Please mail this application with a check or money order payable to the **TREASURER OF VIRGINIA**. If paying by credit card, please print and attach the credit card form available on our web site at www.dpor.virginia.gov.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants for initial licensure are required to submit a set of fingerprints* to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record.

* Fingerprint results are valid for 45 days from the date fingerprinting results are completed. Any completed fingerprint results over 45 days must be redone and new fee required.

+ Applications must be received within one year of the exam pass date, or re-examination will be required!

1. Legal Name _____
First Middle Last Generation
(SR, JR, III)

2. Professional Name (if applicable) _____
Enter professional name to be used along with the legal name entered in #1.
(first or last name of your legal name must be included in your professional name)

3. Social Security Number Σ - -

4. Home Street Address (no PO Box) _____
City, State, Zip Code _____

5. Mailing Address _____
City, State, Zip Code _____

6. Telephone Numbers () - Telephone () - Beeper/Cellular

7. Do you have a high school diploma or equivalent? No: ☐ Yes: ☐

8. Do you have a current or expired real estate license issued by the Virginia Real Estate Board?
No ☐
Yes ☐ (10-digit) License Number _____ Expiration Date _____

9. Do you have a current or expired real estate license, certification or registration from another jurisdiction?
No ☐
Yes ☐ If yes, list **all** the licenses, certifications and registrations in the following table and attach an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days from each state/jurisdiction. **Do not send a copy of your license. Photocopies of your license(s) will not be accepted in place of Certifications of Licensure/Letters of Good Standing (see page 3).**

State/Jurisdiction	License Number	Expiration Date

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				0225	

10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

11.A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

11.B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

+ See page 3 of this application for information on how to obtain the required police and court records.

12. Have you ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

13. Are you applying for **active** license status with a licensed real estate firm or sole proprietorship?

No ☐

If no, skip to #22. *You will receive an Inactive License if you select "No."*

Yes ☐

14. Firm/Sole Proprietorship Name _____

15. Trade and/or Fictitious Name _____

16. Firm/Sole Proprietorship Street Address _____

City, State, Zip Code _____

17. Telephone & Facsimile Numbers

() -

Telephone

() -

Facsimile

18. Firm's **(10-digit)** Virginia Real Estate License Number _____ 0226 - _____

19. Firm's Principal Broker

First

Middle

Last

Generation
(SR, JR, III)

20. Principal Broker's **(10-digit)** Virginia Real Estate License Number _____ 0225 - _____

21. Broker's Statement (must be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, _____, _____ authorize _____
Print Name of Principal or Supervising Broker VA (10-digit) Real Estate License No. of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate salesperson with the real estate firm listed in #14, and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

Signature of Broker

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

22. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature _____

Date _____

APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.

Σ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

Required Additional Documentation

APPLICANTS THAT HOLD A CURRENT OR EXPIRED REAL ESTATE LICENSE, CERTIFICATION OR REGISTRATION IN ANOTHER STATE MUST SUBMIT CERTIFICATIONS OF LICENSURE/LETTERS OF GOOD STANDING, DATED WITHIN THE LAST 60 DAYS, FROM EACH JURISDICTION.

Certifications/Letters of Good Standing from other states/jurisdictions must include:

- υ Type of license (salesperson or broker);
- υ Current status of license;
- υ Any disciplinary actions;
- υ How and when license was issued; and
- υ Original signature and seal from the state/jurisdiction.

Instructions on Obtaining Criminal History and Court Records

In order to obtain the required criminal history record, all applicants for initial licensure must submit to fingerprinting at one of the Virginia PSI exam sites. Information on the fingerprinting process is available at www.psiexams.com.*

** Fingerprint results are valid for 45 days from the date fingerprinting results are completed. Any completed fingerprint results over 45 days must be redone and new fee required.*

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board which requires an additional two to three months of processing and review time.